

Budget Narrative



Grant Applicant:

United Way of Fairfield County: Connections Youth Center

Summary

The purpose of this Budget Narrative is to provide a detailed explanation of how expenditures were calculated and the justification for the expended funds for the devoted program. Insert explanation of how each of the following expenditures was calculated and the justification for the expended funds for the devoted project.

Direct Costs

A. Payroll Expenses

United Way of Fairfield County will hire a full time equivalent Project Director. Project Director will be hired at start of project and will transition into the position of Connections Youth Center Director as the center is opened. Project Director will be paid a salary commensurate with non-profit director within the county. Project Director will be responsible for all grant related outcomes and will also be the only full time staff member for Connections Youth Center. This person will be on site at all times the center is open and will supervise center, handle recruitment and registration for youth, organize volunteers and programming. Y1: 48,000, Y2:49,440, Y3:50,923. This salary includes cost of living increase per year aligned with other United Way staff positions. (Sustainability notation: While the entire salary of this position is funded through the grant all three years, United Way is confident that by Y4 the Center will have raised enough funds locally to continue to fund the position long term.)

B. Payroll Fringe Benefits

Annually, payroll fringe benefits for the Project Director will be approximately 20%. This includes benefits associated with full time employment at United Way. Y1: 9,960, Y2: 10,106, Y3: 10,252. (Sustainability notation: Benefits will continue as part of Project Directors salary.)

C. Travel

Staff travel is estimated at \$1000 per year. This travel fund is for transporting youth to activities when those activities are off site. Mentor travel and all other staff travel will be considered in kind. (Sustainability notation: Over the course of the grant, United Way and partners will partner with local transportation providers and/or school districts to design ongoing travel arrangements that are conducive to long term sustainability.)

D. Supplies

Youth Center Programs will require ongoing materials and supplies . For example, paper, notebooks, writing utensils, games (electronic, board, bumper pool etc) will be needed regularly. In addition, all programs such as arts/crafts, tutoring and other short term program materials will be needed throughout the year. Project Director will need office supplies also. During Y1, supply estimate is lower than all other months because the Center will not open until fall so material needs will be less. Y1: \$1000 per month * 10 months - during renovation supply funds will not be needed so we only calculated 10 months. Y2 and Y3: \$1665/mo * 12 months. (Sustainability notation: As part of ongoing planning and partnership efforts, United Way has already begun reaching out into the community to accept supply donations. Those donations will help offset the cost of supplies. Additional fundraising will occur to continue to fund supplies at the level needed for program sustainability.)

E. Equipment

In order to ensure all youth are safe, the Center will purchase and install cameras. We will also purchase a computer to monitor cameras. The computer will be used by security officer and project director throughout the project for safety. This expense is only needed during Y1 and is estimated at \$2300 for camera/equipment and installation and \$1000 for computer. (Sustainability notation: Additional equipment such as computers and TVs will be donated. A local business has already donated several flat screen TVs that will be used throughout the center. School districts will provide computers and software so that youth can access homework help, academic resources and online courses at the center. This will be very important since some students do not have internet or computer access at home.)

F. Contracted Services

	<p>United Way will contract with River Valley Mall (or their security subcontractor) to provide security services. Whenever the Center is open to youth a Security Officer will be present. This will ensure youth always in a safe and supervised environment. River Valley Mall estimated security costs to be \$15/hr. Y1: estimated 780 hours @ \$\$11,700, Y2 and Y3 estimated 1000 hours per year @\$15,000 annually. The project will also set aside \$4000 per year to provide transportation services through Lancaster Public Transit. This will allow access to 1600 one way trips @ \$2.50 per trip. This service will be used to help transport youth to or from the center when they are not able to secure a ride. It can also be used for college/career exploration events in the community when the center is offering programs off-site. (Sustainability notation: Security will be an ongoing cost and will be a primary focus for ongoing operational expenses. Upon award, United Way will reach out to Lancaster PD and Fairfield Co Sheriff's Dept in an effort to create other win-win partnerships that would allow police presence on site for relationship building and security at minimal cost to the center. In general, transportation is the responsibility of families. Currently 100+ young people find their way to the mall every weekend. However, United Way and partners are dedicated to find ways to connect with underserved youth and transportation vouchers may be the only way some youth can ever come to the center. The budget for this will remain small, but area churches and other organizations such as Rotary Club and Chamber can be good partners to offset these costs in the future.)</p>	
	<p>G. Training</p>	
	<p>There will be no training costs associated with this program for staff or mentors. While all staff and mentors will be required to complete a variety of training, it is all kind kind through Big Brothers Big Sisters of Fairfield County and/or the ADAMH Board. Lancaster Family Y and other partners will also provide training programs such as First Aid and internet safety. Each of these organizations will provide 100% of the required and recommended training at no cost. (Sustainability notation: this relationship will continue post-grant.)</p>	
	<p>H. Evaluation</p>	
	<p>An Evaluation Manager is an essential support to the project to ensure that data is collected , managed and reported appropriately to measure project outcomes. Project Director will have significant responsibilities and will not have time to manage evaluation reporting alone. Evaluation Manager will provide Progress Monitoring Tools and will work closely with Project Director and Big Brothers Big Sisters staff to design reports necessary to report both progress and outcomes. \$15000 per year will be provided to an external contractor to manage this process. It is estimated that the Evaluation Manager will work 600 hours per year at a rate of \$25 per hour. (Sustainability notation: Evaluation Manager is a contracted service that will not be continued post grant. At that point systems will be in place so Center Director can monitor ongoing outcomes related to Center success and required by the Center's future funders.)</p>	
	<p>I. Other Program Cost</p>	
	<p>Facility Rent/utilities is the most significant cost for the project. River Valley Mall has developed an extremely win-win contract which will allow the Center to use the space at minimal costs. Actual rent for this space based on market cost is over \$164,000 per year. River Valley Mall is donating over \$128,000 per year for each of the next 3 years to offset cost of the space. Therefore the project only needs to cover \$36,000 per year for rent. Utilities are not included in cost of rent so an additional \$14,000 is budgeted Y1 and \$24,000 is budgeted during each of Y2 and Y3. Utility costs are based upon usage. Therefore during renovation and Y1 usage is expected to be lower. (Sustainability notation: As part of sustainability plan, Project Director will work closely with United Way to identify ways to bring ongoing income into the center which will cover ongoing operational costs such as utilities. United Way already has a relationship with South Central Power Foundation and this project is of great interest to them.)</p>	
	<p>J. Local Match Explanation</p>	
	<p>This budget narrative originally titled Section J "other mentor expenses". However, since all mentoring is voluntary and aligned with Big Brothers Big Sisters and United Way efforts, the section is not necessary. Therefore, United Way is using this space to clarify local match. While the budget grid only calculates match to the extent that it is used to calculate state match requested, United Way has secured significant in kind and cash donations over the course of the project. Year 1: total match = \$162,367 but only \$79987 is required to access \$239,960 in state match. Y2: Total local match is: \$216,967 but the state match request is only \$130000. Y3: local match is \$218567 but state match request is only \$130000. Match Details: River Valley Mall is actually donating \$128062 each year for a total contribution of \$384187. Partners (United Way, 3 churches, Lancaster Y, Prevention Works and Family Adults and Children First) are providing in kind staff time equalling \$33305 each year for total of \$102915. Prevention Works is also providing \$1000 per year in prevention literature/ materials as a cash match. The community is providing labor for renovation so that renovation costs are significantly less than if contracted externally. Districts and business partners will provide technology equipment such as computers, TVs and other electronics of interest to youth. During Y2 and Y3, ADAMH Board, United Way, Juvenile Court and Fairfield Foundation will each provide \$12,500 cash match for a total of \$100,000. South Central Power Foundation will contribute \$4,600 in Y2 and \$6200 in Y3 for a total cash match of \$10,800. (Sustainability notations: The depth of the contributions by local partners goes to show the great dedication the community has to providing youth a safe, supportive and supervised space for formal and informal mentoring in the community. A sustainability committee will be formed upon award to begin working on grant writing and fundraising to expand and sustain the programs and services incubated through this project. United Way anticipates the Center will create its own non-profit before the grant ends. United Way other partners anticipated a need to continue financial support for the Center at least through 2020. The goal is that the Center will be fully independent and sustainable at that time.)</p>	



Budget Summary

Grant Applicant:

United Way of Fairfield County: Connections Youth Center

Categories	Year 1 Budget	Year 2 Budget	Year 3 Budget	Total Budget
A. Payroll Expenses	48,000.00	49,440.00	50,923.00	148,363.00
B. Payroll Fringe Benefits	9,960.00	10,106.00	10,252.00	30,318.00
C. Travel	1,000.00	1,000.00	1,000.00	3,000.00
D. Supplies	10,000.00	20,000.00	20,000.00	50,000.00
E. Equipment	3,300.00	-	-	3,300.00
F. Contracted Services	15,700.00	19,000.00	19,000.00	53,700.00
G. Training	-	-	-	-
H. Evaluation	15,000.00	15,000.00	15,000.00	45,000.00
I. Other Program Cost	137,000.00	70,000.00	70,000.00	277,000.00
J. Local Match Provided	79,987.00	119,600.00	186,175.00	385,762.00
Project Budget	239,960.00	184,546.00	186,175.00	610,681.00
LOCAL MATCH PROVIDED see J	79,987.00	119,600.00	186,175.00	385,762.00
STATE MATCH REQUESTED	239,960.00	130,000.00	130,000.00	499,960.00

YEAR 1 - PROJECT BUDGET



COMMUNITY CONNECTORS

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Grant Applicant:

Summary

United Way of Fairfield County: Connections Youth Center

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
Project Director- 1.0 FTE	1	48,000.00	100%	48,000.00
				-
				-
				-
Total				48,000.00

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Project Director Payroll Benefits	48,000.00	21%	9,960.00
			9,960.00

C.1. Staff Travel

Description	Calculation	Total Amount
Staff mileage	1770 miles * \$0.565/mi	1,000.00
		-
		-
Total		1,000.00

C.2. Mentor Travel

Description	Calculation	Total Amount
mentor travel is in - kind	0	-
		-
		-
Total		-

D. Supplies

Description	Calculation	Total Amount
Youth Center Program Supplies: paper, games. Materials for laugh, learn, grow and thrive activities.	10 months * 1000 per month	10,000.00
		-
		-
Total		10,000.00

E. Equipment

Description	Unit Cost	Units	Total Amount
security: equipment, cameras and installation	\$2,300.00	1	2,300.00
security: computer to monitor site	\$1,000.00	1	1,000.00
			-
		Total	3,300.00
F. Contracted Services			
Description	Hourly Rate	Hours	Total Amount
Security Officer	\$15.00	780	11,700.00
Transportation Services - public transit - cost is per one way trip	\$2.50	1600	4,000.00
			-
		Total	15,700.00
G.1. Staff Training			
Description	Hourly Rate	Hours	Total Amount
staff training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-
			-
			-
		Total	-
G.2. Mentor Training			
Description	Hourly Rate	Hours	Total Amount
staff training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-
			-
			-
		Total	-
H. Evaluation			
Description	Hourly Rate	Hours	Total Amount
Evaluation Manager contract	\$25.00	600	15,000.00
			-
			-
		Total	15,000.00
I. Other Program Cost			
Description	Calculation	Total Amount	
Facility Rent/utilities rent due \$36000, utilities due \$14K	rent + est utilities	50,000.00	
Facility Renovation	\$12.32/sq ft * 6248 sq ft	77,000.00	
Program Costs for paid activities and registration for Thrive activities	\$1000 per month * 12 mo	10,000.00	
		137,000.00	
J. Local Match Explanation			
Description	Total Amount		
River Valley Mall will provide \$79,987 in local match - cash through rent donation to United Way of Fairfield County	79,987.00		
	-		
	-		
	Total	79,987.00	

			PROJECT YEAR 1	BUDGET
			Project Budget	239,960.00
			LOCAL MATCH PROVIDED see J	79,987.00
			STATE MATCH REQUESTED	239,960.00

YEAR 2 - PROJECT BUDGET



COMMUNITY CONNECTORS

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Grant Applicant:

Summary

United Way of Fairfield Co: Connections Youth Center Project

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
Project Director- 1.0 FTE	1	49,440.00	100%	49,440.00
				-
				-
				-
Total				49,440.00

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Project Director Payroll Benefits	49,440.00	20%	10,106.00
Total			10,106.00

C.1. Staff Travel

Description	Calculation	Total Amount
Staff mileage	1770 miles * \$0.565/mi	1,000.00
		-
		-
Total		1,000.00

C.2. Mentor Travel

Description	Calculation	Total Amount
mentor travel is in - kind	0	-
		-
		-
Total		-

D. Supplies

Description	Calculation	Total Amount
Youth Center Supplies: paper, games. Materials for laugh, learn, grow and thrive activities.	12 months * 1665/month	20,000.00
		-
		-
Total		20,000.00

E. Equipment			
Description	Unit Cost	Units	Total Amount
none - in kind donations		0	-
			-
			-
Total			-
F. Contracted Services			
Description	Hourly Rate	Hours	Total Amount
Security Officer	\$15.00	1000	15,000.00
Transportation Services - public transit - cost is per one way trip	\$2.50	1600	4,000.00
			-
Total			19,000.00
G.1. Staff Training			
Description	Hourly Rate	Hours	Total Amount
staff training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-
			-
			-
Total			-
G.2. Mentor Training			
Description	Hourly Rate	Hours	Total Amount
mentor training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-
			-
			-
Total			-
H. Evaluation			
Description	Hourly Rate	Hours	Total Amount
Evaluation Manager contract	\$25.00	600	15,000.00
			-
			-
Total			15,000.00
I. Other Program Cost			
Description	Calculation		Total Amount
Facility Rent/utilities rent due \$36K, utilities due \$24K	rent + est utilities		60,000.00
Program Costs for paid activities and registration for Thrive activities	\$1000 per month * 12 mo		10,000.00
Total			70,000.00
J. Local Match Explanation			
Description	Calculation		Total Amount

YEAR 3 - PROJECT BUDGET



COMMUNITY CONNECTORS
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Grant Applicant:

Summary

United Way of Fairfield Co: Connections Youth Center

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
Project Director- 1.0 FTE	1	50,923.00	100%	50,923.00
				-
				-
				-
Total				50,923.00

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Project Director Payroll Benefits	50,923.00	20%	10,252.00
Total			10,252.00

C.1. Staff Travel

Description	Calculation	Total Amount
Staff mileage	1770 miles * \$0.565/mi	1,000.00
		-
		-
Total		1,000.00

C.2. Mentor Travel

Description	Calculation	Total Amount
mentor travel is in - kind	0	-
		-
		-
Total		-

D. Supplies

Description	Calculation	Total Amount
Youth Center Program Supplies: paper, games. Materials for laugh, learn, grow and thrive activities.	12 months * 1665/month	20,000.00
		-
		-
		-
Total		20,000.00

E. Equipment				
Description	Unit Cost	Units	Total Amount	
none - in kind donations		0	-	
			-	
			-	
			Total	-
F. Contracted Services				
Description	Hourly Rate	Hours	Total Amount	
Security Officer	\$15.00	1000	15,000.00	
Transportation Services - public transit - cost is per one way trip	\$2.50	1600	4,000.00	
			-	
			Total	19,000.00
G.1. Staff Training				
Description	Hourly Rate	Hours	Total Amount	
staff training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-	
			-	
			-	
			Total	-
G.2. Mentor Training				
Description	Hourly Rate	Hours	Total Amount	
mentor training will be in kind from Big Brothers/Big Sisters and ADAMH	\$0.00	0	-	
			-	
			-	
			Total	-
H. Evaluation				
Description	Hourly Rate	Hours	Total Amount	
Evaluation Manager contract	\$25.00	600	15,000.00	
			-	
			-	
			Total	15,000.00
I. Other Program Cost				
Description	Calculation		Total Amount	
Facility Rent/utilities rent due \$36K, utilities due \$24K	rent + est utilities		60,000.00	
Program Costs for paid activities and registration for Thrive activities	\$1000 per month * 12 mo		10,000.00	
			Total	70,000.00
J. Local Match Explanation				
Description	Calculation		Total Amount	

To insert additional row on tabs - YEAR 1, YEAR 2, YEAR 3

1 Turn-off sheet protection

- place the mouse pointer on the tab where you want to insert the row.
- Right click the mouse and select "unprotect worksheet"
- Enter the password "connect"

2 Insert rows

- Select the middle row in the category you wish to insert rows
- Right click the mouse and select "insert row"
- If the cell is light grey copy the formula from the cell below

3 Turn-on sheet protection

- place the mouse pointer on the tab where you want to insert the row.
- Right click the mouse and select "protect worksheet"
- Enter the password "connect"
- Enter the confirmation password "connect"